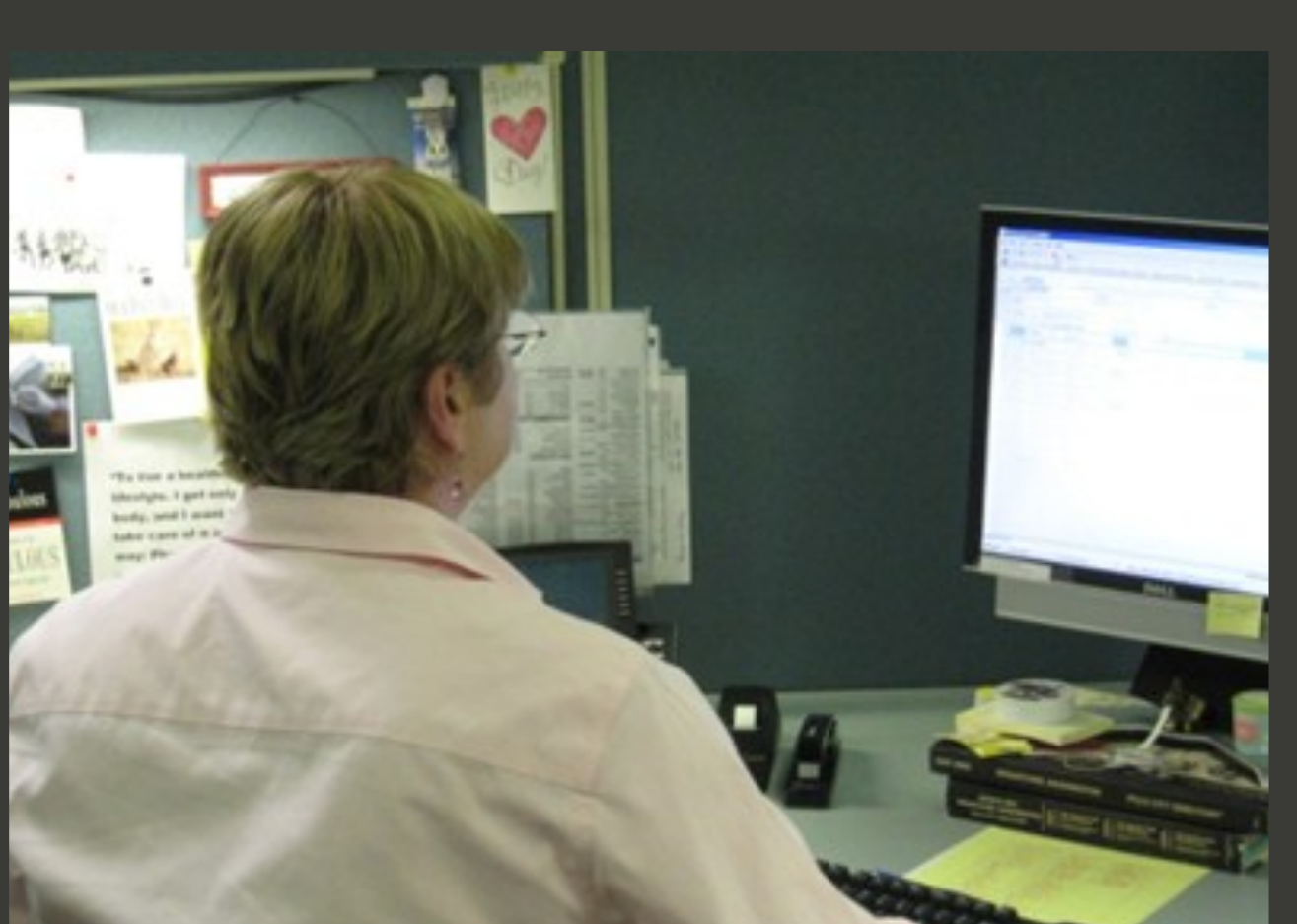
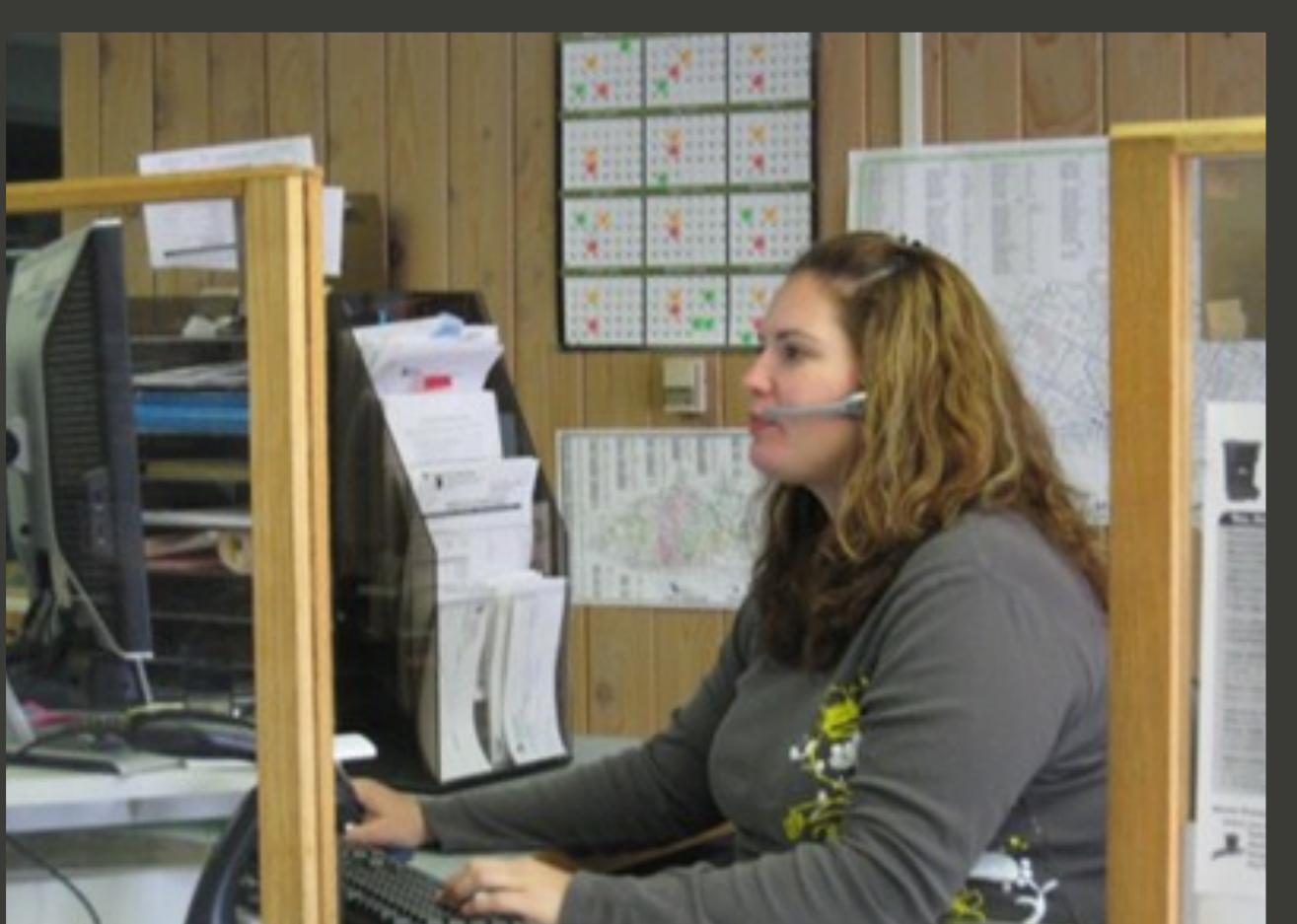
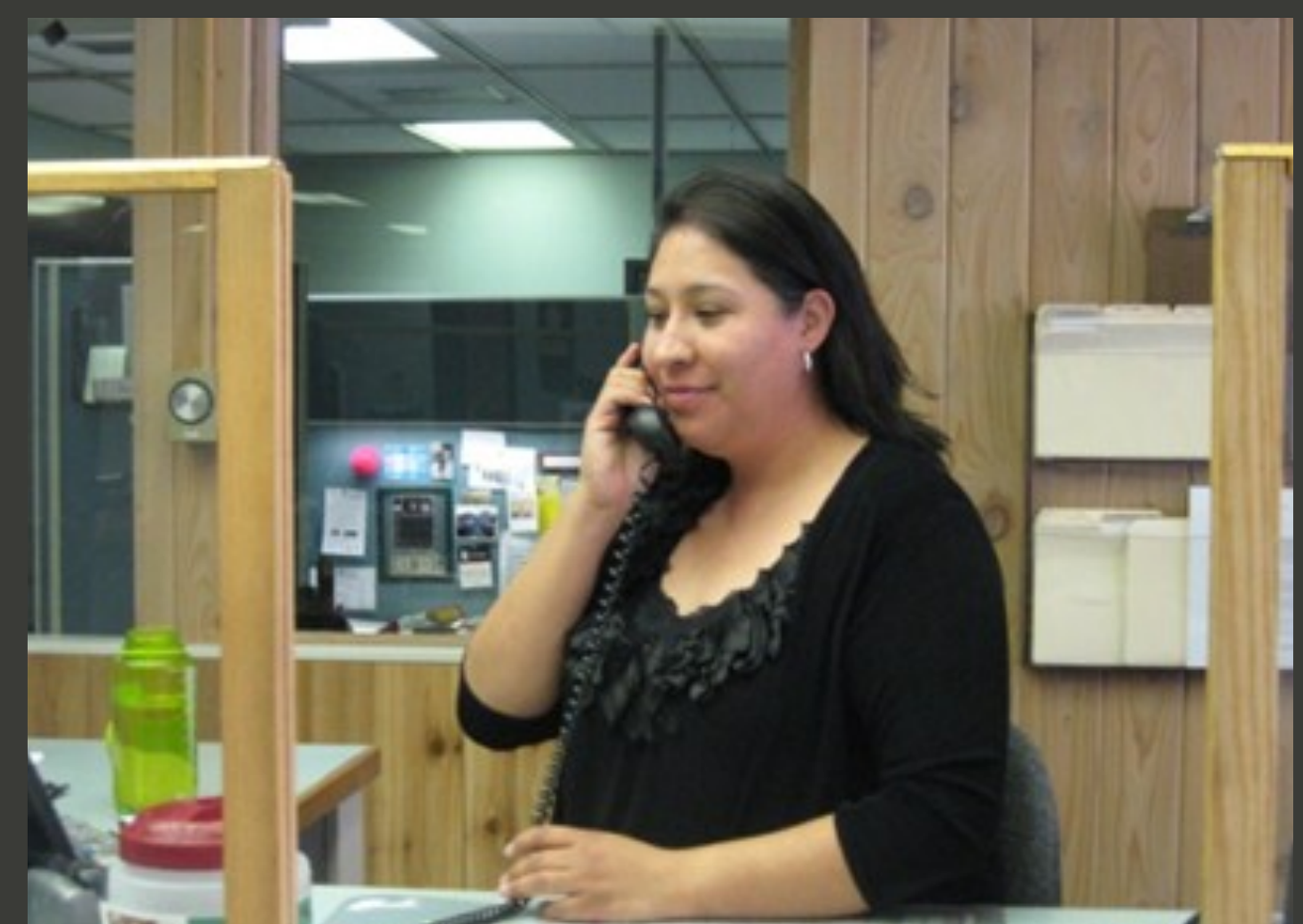
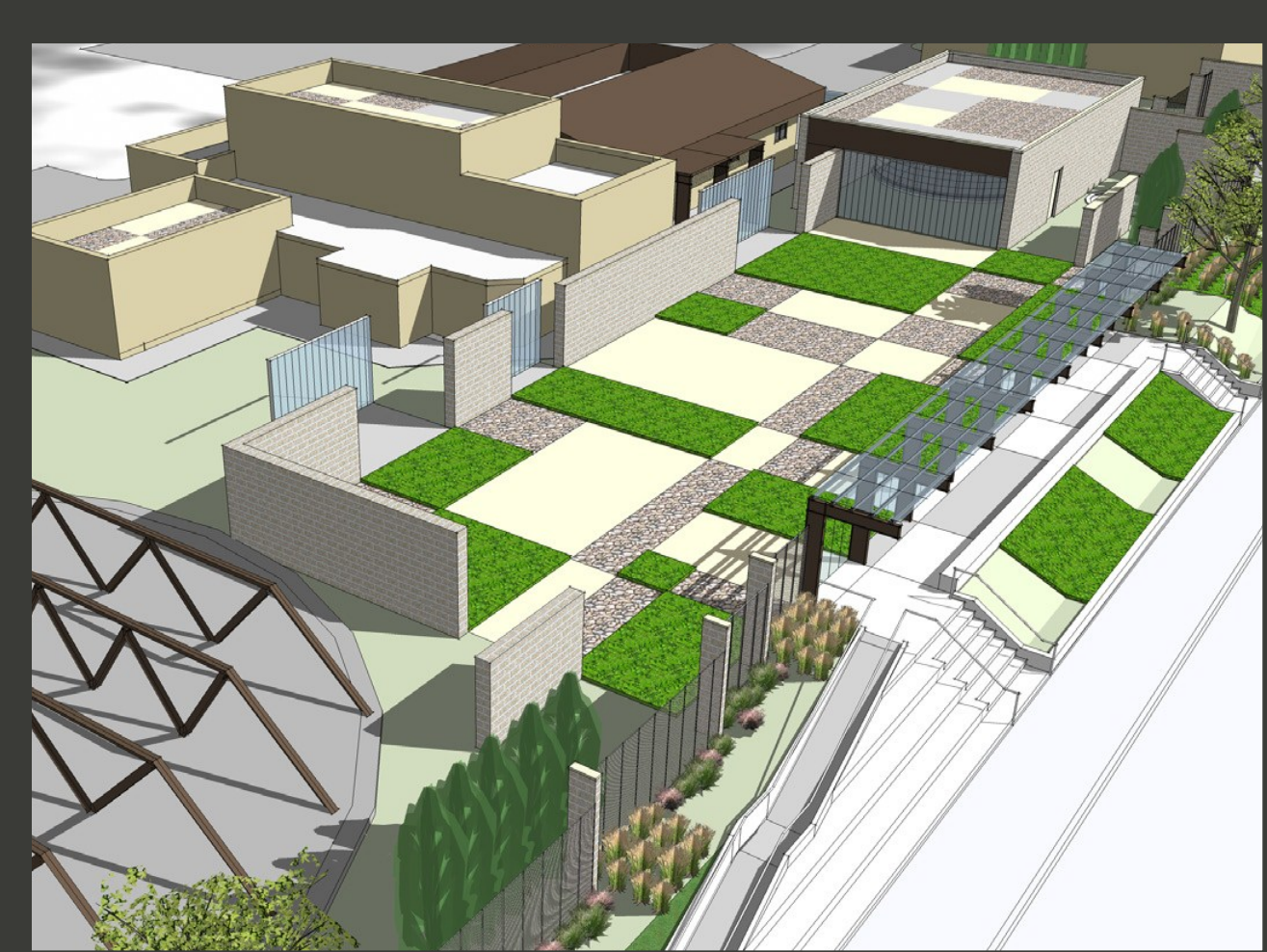


Finance



CURRENT PROJECTS:

- City Bonding— 2011 Water Sewer Bonds, Riverside Drive LID Bonds, PFD Bonds
- Setting up New Local Improvement Districts (LID) Annual Billing and Collection—Poplar Sewer, Riverside Drive

GENERAL RESPONSIBILITIES:

- Prepare Monthly Washington State Excise Tax Return For All City Services and Ensure City Compliance
- Prepare City's Annual Financial Statements
- Prepare for Washington State Auditor's Office Annual Financial, State and Federal Grant Compliance Audit, 480 audit hours
- Provide Utility Billings
- Business Licenses
- Prepare Bi-Monthly Employee Payroll
- Prepare Weekly Accounts Payable
- Maintain Financial and Utility Billing Software
- Provide Budget Preparation
- Setting and Monitoring Financial Policies and Procedures For The City
- Provide Monthly Financial/Budget Reports
- Provide all the Financial Duties Listed Above On Behalf Of The Public Facilities District (PFD)



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